

CITY OF LOMA LINDA

Department of Community Development

25541 Barton Road, Loma Linda, CA 92354

(909) 799-2830 • FAX (909) 799-2894

Project Number _____
Amount Paid _____
Date _____
Bldg. Permit # _____

NON-RESIDENTIAL
CHANGE OF LAND USE / BUSINESS OCCUPANCY APPLICATION
\$260.00 COMMUNITY DEVELOPMENT FEE
\$ 35.00 BUILDING INSPECTION FEE

APPLICANT NAME: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____ SUITE # _____

BUSINESS DAYTIME PHONE: _____ FAX: _____

APPLICANT ADDRESS: _____

CITY/STATE/ZIP CODE: _____

DAYTIME PHONE: _____ FAX: _____

NAME OF PROPERTY OWNER: _____

ADDRESS: _____ PHONE: _____

CITY/STATE/ZIP CODE: _____

DESCRIPTION OF BUSINESS ACTIVITY: _____

ZONING: _____ ASSESSOR'S PARCEL NUMBER(S): _____

1. IS THIS ONLY A CHANGE IN BUSINESS OWNERSHIP, NOT A CHANGE IN BUSINESS OR BUSINESS NAME?
YES ☐ / NO ☐ Previous Land Use/Business Occupancy # _____
2. IS THIS ONLY A CHANGE IN BUSINESS NAME, NOT A CHANGE IN OWNERSHIP?
YES ☐ / NO ☐ Previous Land Use/Business Occupancy # _____
3. WILL YOUR BUSINESS INVOLVE:
☐ A NEW SIGN (Sign Permit will be required),
☐ CHANGE OF LETTERING ON PRESENT SIGN STRUCTURE (Sign Permit may be required),
☐ NO SIGN CHANGE
4. WILL CHEMICAL(S) BE UTILIZED OR STORED? YES ☐/ NO ☐ PLEASE LIST: _____

a) What room will they be utilized? _____
b) What room will they be stored? _____
5. HOW MANY PERSONS WILL BE EMPLOYED ON THE LARGEST SHIFT? _____
6. IS THIS A FIRST TIME USE OF THE BUILDING? YES ☐ / NO ☐
7. WILL THERE BE ANY IMPROVEMENTS OR MODIFICATIONS TO THE SITE OR BUILDING (I.E. NEW INTERIOR WALLS, OPENINGS, ELECTRICAL, PLUMBING, HEATING)? YES ☐ / NO ☐
IF YOU ANSWERED "YES", BUILDING PERMITS SHALL BE REQUIRED. BUILDING DEPARTMENT BUSINESS HOURS: 8AM - 11AM MON - THURS.

8. WILL THERE BE ANY USE OF UTILITIES OR COMMUNITY FACILITIES BEYOND WHAT WAS USED BY THE PREVIOUS BUSINESS OWNER FOR COMMERCIAL PURPOSES?
9. WHAT TYPE OF MECHANICAL DEVICES WILL BE USED IN YOUR OCCUPANCY?
10. WILL YOUR BUSINESS INVOLVE A SERVICE OR PRODUCING A PRODUCT? PLEASE EXPLAIN:
11. IF PRODUCING PRODUCTS FOR SALE, WHERE WILL THE PRODUCTS BE SOLD?
12. WHAT TYPE AND HOW MANY SUPPLIES OR MATERIALS WILL BE STORED? IN WHAT ROOM WILL THEY BE STORED?

*****PLEASE READ AND SIGN*****

THE PROJECT SITE IS SUBJECT TO INSPECTION BY THE PUBLIC WORKS DEPARTMENT FOR VERIFICATION OF A BACKFLOW DEVICE AT THE PROJECT SITE. THIS PROCESS TAKES UP TO 10 BUSINESS DAYS. ANY CORRECTIONS, IMPROVEMENTS, OR INSTALLATION REQUIREMENTS BY PUBLIC WORKS MAY DELAY THIS REVIEW PROCESS.

THE PROJECT SITE WILL ALSO BE SUBJECT TO AN INSPECTION BY THE BUILDING DEPARTMENT. PLEASE CONTACT THE BUILDING DEPARTMENT TO SCHEDULE A SITE INSPECTION AT (909) 799-2837.

I UNDERSTAND THAT, SUBJECT TO LOMA LINDA MUNICIPAL CODE SECTION 5.04 "BUSINESS TAXES," I AGREE TO PAY THE REQUIRED BUSINESS LICENSE FEES AS DETERMINED BY THE BUSINESS TAX DEPARTMENT.

APPLICANT'S SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S OR
MANAGER'S SIGNATURE: _____ DATE: _____

WITHIN ONE-YEAR OF THE DATE OF APPROVAL, THE OPERATIONS OF THE BUSINESS SHALL COMMENCE OR THE PERMIT WILL BECOME VOID.

EXPIRATION DATE: _____

APPROVED BY CITY OF LOMA LINDA
COMMUNITY DEVELOPMENT DEPARTMENT

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY		
Approved as complying with applicable City Standards and providing evidence of required permits.		
	<u>APPROVAL</u>	<u>DATE</u>
<input type="checkbox"/> Building and Safety Division	_____	_____
<input type="checkbox"/> Fire Inspector - Public Safety	_____	_____
<input type="checkbox"/> P.W. Utilities Supervisor	_____	_____
Notice only - No plans		